

TAB

AGENDA

GROUP MEETING NUMBER 1

DD/I TRAINING LIAISON OFFICERS

Monday 15 June 1953

2:30 P.M.

117 Central Building

1. Procedures for group and joint meetings between Training (General) and the Training Liaison Officers to be agreed upon.
  - a. Scheduling.
  - b. Agenda.
  - c. Minutes.
2. Distribution; number of copies of training notices needed by each Training Liaison Officer for distribution in his Office.
3. Office of Training Regulation No. 70-1, Mission and Functions of the various Components of Training (General). (Attachment #1)
4. Policies governing training at non-CIA facilities. (Attachment #2)
5. Follow-up on statements of training requirements.
6. New business.  
Distribution of Training Bulletins.  
A & E Staff on Evaluation.
7. Suggestions for agenda of next meeting.

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16 June 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Group Meeting #1, DD/I Training Liaison Officers, 15 June 1953

PRESENT:

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1. Proceedings: It was agreed:

a. That group meetings would be scheduled once a month, normally the 3rd Monday of the month, according to need.

b. That the meetings may be regarded as a forum for the discussion of problems of the Offices of DD/I affecting training, and that such items may be put on the agenda. That the agenda would be circulated about a week prior to each meeting. Subjects suggested by OTR or the TLO's for discussion would be put on the agenda if received ten days before the meeting, otherwise would be handled under New Business.

c. That minutes would be restricted to record of policy agreements reached at the meetings and problems raised that should be referred to the D/TR.

2. Distribution:

a. It was requested that training notices be addressed to Training Liaison Officers and all concerned in order to facilitate general distribution within the DD/I Offices, and that training notices include statement that inquiries to O/TR should be made through TLO's. S/PP will notify Division Chiefs.

b. It was noted that some training notices are not, for one reason or another, sent out from O/TR until very shortly before the due date for receipt of training requests in O/TR. Distribution of notices, the completion of training requests, Career Service Board action, Office Head endorsement, and transmittal to O/TR through Security are then almost impossible to accomplish in the time allotted (as little as one week). It was requested that O/TR notices be sent out as far in advance of the due date as possible.

c. It was requested that, when appropriate, clarification be made in training notices of the quota and/or number of personnel to be accepted for the program, especially for language courses. In one instance, training requests from one Office were submitted for some 30 people when the course was restricted to only ten total. S/PP agreed to raise the problem with Division Chiefs, TR(G).

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A question was raised with respect to briefing of service attaches by OTR; it was noted that OTR should work through Chief, OAB/D, to accomplish such briefings when desirable. S/PP will notify Chief, OAB/D.

**4. Training at Non-CIA Facilities:**

A question was raised of possible Office Career Service Board passing-the-buck recommendation to D/TR for referral to the CIA CSB on training requests, in cases where training was requested for an individual not in the interest of the Office and his particular job, but in the interest of the Agency as a whole. (OCD request for outstanding individual in two-year language-area program, when individual will not return to OCD after training.) S/PP stated that question would be referred to D/TR.

**5. S/PP presented a brief of the compilation of Agency training requirements.**

a. For junior personnel management training, the Civil Service Career Development Program was suggested. O/TR will send out notices prior to the next program.

b. S/PP agreed to advise the TIO's if the budget was pared at any point, so that the Offices could modify their training plans.

**6. Max Business:**

a. The distribution of Training Bulletins according to AB (25 Series) was held adequate, but it was requested that Records Center hold the reproduction material so that Offices might request further copies, as required. S/PP will notify Records Center.

b. It was agreed that a meeting of Training Liaison Officers and the ABE Staff would be convened on the subject of Training Evaluations.

c. It was suggested (OCI) that once the programs contained in the training requirements, FY 1954-55, were under way, it would be helpful if O/TR would issue a statement setting forth all training opportunities open to Agency personnel. S/PP agreed to undertake this at the appropriate time, if feasible.

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Chief, Plans & Policy Staff

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